

# Muting Participants in Zoom Meetings

As the host of a meeting, you can **MUTE** participants. However, participants have the option to unmute themselves as they see fit. There is an additional setting that will allow the **HOST** to mute **ALL or SELECTED** participants and remove their unmute option.

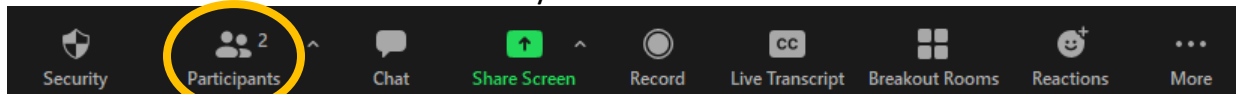
## To MUTE a Participant:

**\*NOTE: Participants can unmute themselves.**

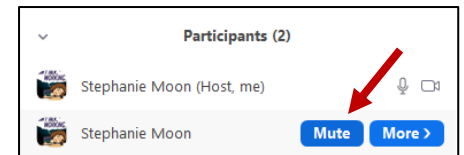
1. To **mute** one participant, hover over their video panel and click the **MUTE** button in the upper right-hand corner.



2. You can also **mute** a participant in the **PARTICIPANTS** panel.
  - a. Click on the **PARTICIPANTS** button in your toolbar.



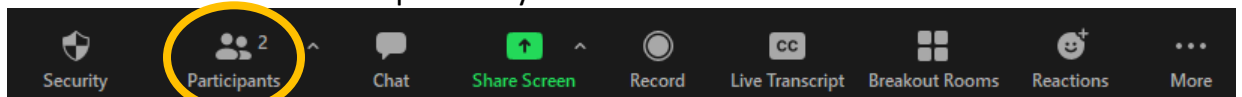
- b. Hover over the participant's name and choose **MUTE**.



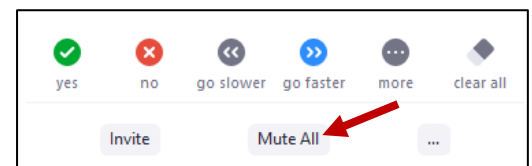
## To MUTE ALL Participants at Once:

**\*NOTE: Participants can unmute themselves.**

1. You can **mute ALL** participants at once in the **PARTICIPANTS** panel.
  - a. Click on the **PARTICIPANTS** panel in your toolbar.



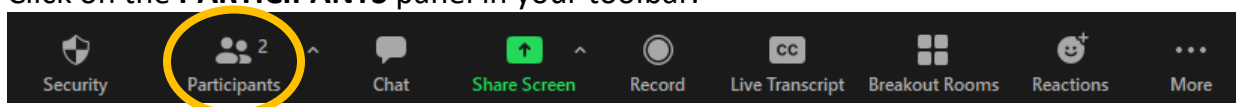
- b. Click on the **MUTE ALL** button listed at the bottom of the panel.



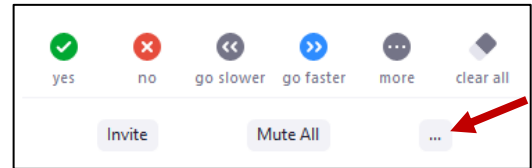
## To MUTE Participants (Individual or All) and Remove the Unmute Option:

**\*NOTE: Participants can NOT unmute themselves.**

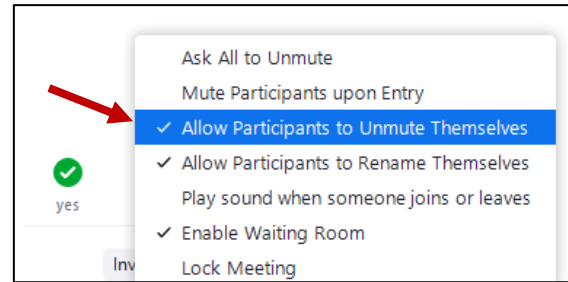
1. You can **mute** participants and disable their ability to unmute.
  - a. Click on the **PARTICIPANTS** panel in your toolbar.



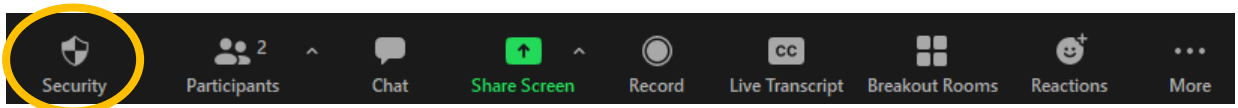
b. Click on the 3 dots at the bottom of the panel.



c. Uncheck the line that says “**Allow Participants to Unmute Themselves**”. Now when you mute the participant(s), they will no longer have the option to unmute.

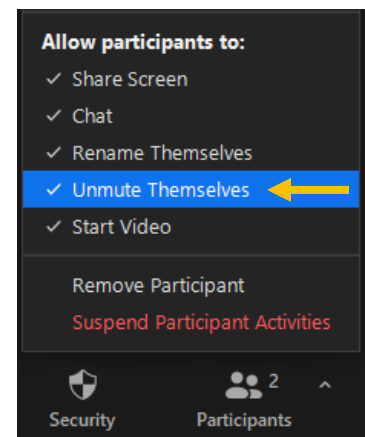


d. This same setting is also available in the **SECURITY** button in the toolbar.

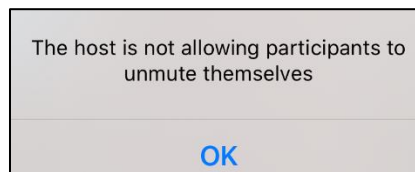


e. Click on the **SECURITY** button and remove the checkmark next to **UNMUTE THEMSELVES**.

2. If you mute participants individually or as a group (see page 1) after turning on this setting, participants will be **UNABLE to UNMUTE**.  
**\*NOTE: This setting will be automatically applied to any participant that was already muted when you turned on this option.**



3. Students will see a message similar to this if they try to unmute their microphone.

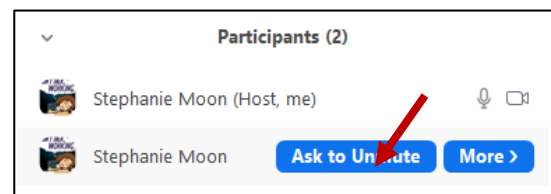


4. You can turn this setting off at any time. If you place a checkmark next to the unmute option, **ALL** participants will be able to unmute their microphone.

5. If you want to allow a specific participant to unmute themselves, you can click the “**ASK TO UNMUTE**” button. This can be found in the upper-right corner of the participant’s video panel.



6. The other place you can find this button is on the **PARTICIPANTS** panel. Hover over the participant’s name and press the button “**Ask to Unmute**”.



7. If the host mutes this participant again, they will no longer be able to unmute their microphone unless the host decides to remove this setting altogether or asks this participant to unmute a second time.